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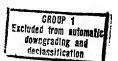
MEMORANDUM FOR THE RECORD

SUBJECT: Visit with the FI/D, DDP, RMO, 25X1A9A

DATE OF VISIT: 4 October 1968

PROGRAM BRIEF: This DDP records management officer is another individual with a long records management background. He is currently working on completing and revising records control schedules, and retires FID records directly to the center without having to go through RID. He is also chief of the FID Registry, but does devote considerable time to the records management function. The scope of his program hasn't changed much since the last report of visit. He would still like to obtain job numbers from the Center over the telephone to preclude holding material until the paper work clears the Center. This RMO is energetic and has authority to issue notices to FID personnel regarding the management of FID records. He also has quite an alert mind, and is not reluctant to pursue a matter which he thinks will benefit the program. He is also in the process of drafting some uniform FID correspondence procedures. He too, was involved with an annual records inventory, and is considering how he might use new equipment, etc. He keeps on top of equipment requests, and is active in the forms review program.

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